

Baker County Public Schools

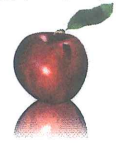
Sherrie Raulerson
Superintendent of Schools
"Where Children Are First!"

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DATE: APRIL 27, 2015

TO: Sherrie Raulerson, Superintendent

FROM: Marcelle Richardson, Executive Director for Support Services

SUBJECT: Beginning and Ending Work Dates For Fiscal Year 2015-2016

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 5-4-2015
MIN. BK# 30
MIN BK PAGE # _____

Please request Board approval of the beginning and ending dates for the 2015-2016 fiscal year for employees working less than 12 months.

<u>POSITION</u>	<u># DAYS TO WORK</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
*Instructional Assistants	181	08/17/15-8/21/15	06/07/16
Bus Drivers	180	08/24/15	06/07/16
**Nutrition Services PT	180	08/24/15	06/07/16
**Nutrition Service Workers	185	08/20/15	06/09/16
Nutrition Service Managers	187	08/19/15	06/10/16
Library Aides	200	08/11/15	06/16/16
Guidance/Data Processors	210	08/03/15	06/22/16
Secretary's	210	08/03/15	06/22/16
Resource Officer	210	08/03/15	06/22/16

Employees working 180/181 days **do not** work teacher planning days: Oct 30, Jan 22, April 04, nor teacher holidays: Sept. 7, Nov. 11, Nov. 25 –27, Dec. 21 –Jan. 1, Jan. 18, Feb. 15, March 28-April 1, and May 30.

Employees working 200 days and 210 days **do** work teacher planning days but **do not** work teacher holidays: Sept 7, Nov 11, Nov 25–27, Dec. 21– Jan. 1, Jan 18, Feb 15, March 28-April 1, and May 30.

All non-instructional employees have six (6) paid holidays: Labor Day – Sept. 7, Thanksgiving – Nov 26, Christmas – Dec 25, New Years – Jan 1, M L King Day – Jan 18, and Memorial Day May 30.

*Instructional Assistants first day of work is at the discretion of the school principal. The return date for each school will be sent out via email prior to the end of the 2014-2015 school year.

**Nutrition Service Managers (187 days) & Nutrition Service Workers (185 days) work the in-service day in January as per Bargaining Agreement. (January 4, 2016)

Please be sure that your employees begin work and end on the assigned dates in order for them to receive their full salary for the 2015-2016 school year.

Thank you for your assistance in this matter.

"Preparing individuals to be lifelong learners, self-sufficient and responsible citizens of good character"

DISTRICT SCHOOL BOARD MEMBERS

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District 1

Richard Dean Griffis
District 2

Jesse D. Davis
District 3

Charlie M. Burnett, III
District 4

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